

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title:	ACCOUNTANT AND BUDGET ANALYST
Jurisdictional Class:	Competitive
Date Adopted:	March 15, 1996
Date Revised:	June 2009
Jurisdictions:	County
Union Status:	CSEA
Pay Grade:	18

DISTINGUISHING FEATURES OF THE CLASS: In charge of daily maintenance of all accounts of the County government. Also acts as primary assistant in preparing annual County budget and preparing updated financial reports on the County budget. Position requires maintaining a system of accounts in a proper balance according to a legally prescribed system of accounts, as well as furnishing dependable financial statements, and reports. This includes analysis and revision of accounting forms, practices and procedures with considerable leeway for the exercise of independent judgment in accounting matters. Occupant is also responsible for supervision of lower level accounting positions. Separate from accounting matters, must work extensively in preparing and monitoring county budgetary expenditures. This would include a review of annual budgetary proposals from different departments, as well as estimating incoming sources of revenue. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Keeps and maintains a full set of double entry books for each of the County funds, as required by the New York State Department of Audit and Control and Generally Accepted Accounting Principles and Government Accounting Standards Board;

Supervises or maintains subsidiary ledgers on individual accounts, totals of which are in the general ledger;

Has charge of books of original entry such as general journal, cash disbursements and cash receipts journal;

Prepares trial balances of general ledger accounts and balances monthly bank statements for the County's various bank accounts;

Prepares the annual update document financial report to the Office of the State Comptroller and the County Board of Supervisors;

Assists and answers any questions that the State or professional auditors may have when doing the mandated annual audit, and make recommended adjustments;

Prepares and submits annual Court and Trust Fund reports;

Calculates corporation taxes from town tax rolls and compile bills for corporations from all towns;

Assists local tax collectors with accounting problems associated with collection of taxes and in reconciling their books at end of collection period;

Acts as accounting and financial liaison with Central Data Processing to insure the accuracy and integrity of County financial records as they relate to computer storage, calculation, and implementation of programs;

Distributes funds to community colleges and verifies certificates of residency;

Assists the County Treasurer in preparation for, and performance of, auction of tax-delinquent properties;

Prepares necessary resolutions relating to delinquent tax relieves for approval of Board of Supervisors;

Oversees and implements assessment corrections and any related refunds or corrected tax bills;

Assists County Treasurer & Budget Officer in compiling up-to-date financial data concerning ratio of budgeted vs. actual expenditures;

Assists County Treasurer & Budget Officer in comparison of budgeted vs. actual revenues; and

Works with Budget Officer in preparing annual budget for County by reviewing appropriation requests, estimating revenues, and compiling summaries of all funds.

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title:

ACCOUNTANT AND BUDGET ANALYST

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of accounting principles, practices and techniques, particularly as to government accounting matters; thorough knowledge of modern governmental budgetary practices, procedures and techniques; ability to project revenues and monitor funds; ability to maintain and audit comprehensive and complicated accounting records including general journals and ledgers; ability to prepare detailed financial reports; ability to thoroughly review budget requests for accuracy; ability to understand confidentiality; supervisory skills; working knowledge of office terminology and equipment; ability to understand and interpret difficult written and tabular materials._

MINIMUM QUALIFICATIONS:

- (A) Bachelor's degree in accounting, finance or a similarly related field, and two years of relevant accounting experience, with one year of supervisory experience; or
- (B) Associate's degree in accounting, finance or a similarly related field and four years of relevant experience in accounting, and one year of supervisory experience; or
- (C) An equivalent combination of experience and training as outlined by (A) and (B) above.

NOTE: Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.